

December 5, 2005

TO: Potential Offeror's

FROM: Faye Tschosik, Procurement Officer, Aging Services Division

SUBJECT: Questions & Responses, Objections & Responses, and Amendments Issued
RFPs for Nutrition Services for Older Individuals
RFPs for Outreach Services for Older Individuals
RFPs for Health Maintenance Services for Older Individuals
RFPs for Transportation Services for Older Individuals

Attached are questions and objections received by the Department of Human Service's Aging Services Division, responses provided, and amendments issued for the Nutrition, Outreach, Health Maintenance, and Transportation Services RFPs that were issued November 18, 2005.

This notice is being provided in accordance with RFP Sections 1.09 Deadline for Receipt of Questions and 1.10 Deadline for Receipt of Objections.

Attachments

QUESTIONS AND RESPONSES

NUTRITION, OUTREACH, HEALTH, AND TRANSPORTATION RFPS

General

Question

Can an explanation be provided as to the funding formula that was used for distribution of funds?

Response

The funding formula used for distribution of funds for each RFP, including each county in the identified service area, was based on targeting factors within the Older Americans Act. The factors and weighted units are as follows:

Factor:	Weighted Units:
Urban Population 60+ 2003 Estimates	1.0
Rural Population 60+ 2003 Estimates	1.1
Poverty Population 60+ 2000 Census	1.1
Minority Population 60+ 2000 Census	1.1

Question

Can a local health unit submit a proposal although the health unit had not submitted a proposal in the past?

Response

A local health unit can submit a proposal for any of the RFPs issued whether or not they have previously submitted a proposal.

Question

Since the words vendor, contractor, and offeror are used interchangeably throughout the proposal, is it interpreted that these are same?

Response

The RFPs address the vendor and contractor as the same individual or entity, however, an offeror is an individual or entity that is submitting a proposal.

1.12

Approved Vendor Registration Requirements

Question

Does an offeror need to apply each year to become an approved vendor?

Response

An offeror must be registered with the ND Secretary of State and must become an approved vendor by submitting a completed Bidder's List Application (SFN 53655) using the commodity code and sub-class identified in this section of each specific RFP. Completion of the Bidder's List Application assures that approved vendors are included on the State's bidders list and assures that the vendor will receive further notices.

3.01

Scope of Work - Overview

Question

When will a copy of the Older Americans Act Policies and Procedures Manual be available on the internet?

Response

The Older Americans Act Policies and Procedures Manual is currently available on-line for contracts beginning January 1, 2006. The website is:

- <http://www.state.nd.us/humanservices/policymanuals/home/services.htm>

3.01**Scope of Work – Service Area****Question**

Can a proposal be submitted for only one county in the service area or must the proposal include all counties identified in the RFP?

Response

A proposal must include services in all counties identified in the RFP.

3.06**Reimbursement Requirements****Question**

It appears that the information required in the Monthly Data & Payment Report is already available through the computerized SAMS data management and tracking system, therefore, would both reports be required?

Response

The Monthly Data & Payment Report must be submitted to receive reimbursement. Fiscal data on the form is not available through the SAMS system.

3.07**Reporting Requirements****Question**

It appears that the information required in the SAMS 2000 Agency Summary Report is already available through the computerized SAMS data management and tracking system, therefore, would both reports be required?

Response

The SAMS 2000 Agency Summary Report verifies that the number of unduplicated individuals and the service delivery recorded in the SAMS data management and tracking system matches the unduplicated individuals served and the number of eligible service units provided as reported on the Monthly Data & Payment Report for the identified service period.

4.06**Contract Approval****Question**

Does this statement imply that the Department may not reimburse for services provided by the contractor prior to the start of the contract and if so, does this mean that an existing contractor should suspend service until a contract has been awarded?

Response

In appropriate circumstances, the Department has the ability to reimburse for services provided prior to the start date.

5.02**Authorizations and Certifications – Identifying Data Form****Question**

The RFPs state that the Board Chairperson or the Board Vice-Chairperson must sign the initial Identifying Data form. If an offeror is not governed by a Board, who would be the appropriate individual to sign the form.

Response

If the offeror is not governed by a Board, the form must be signed by an individual authorized to legally bind the offeror.

5.02**Authorizations and Certifications – Conflict of Interest****Question**

If a situation could be a potential conflict of interest but the offeror is unsure, should the offeror submit the potential conflict of interest anyway?

Response

Any potential conflict of interest should be stated. Potential conflicts of interest will be reviewed and discussed with the Department's Contract Office for further follow up if needed.

5.02**Authorizations and Certifications – Subcontractors****Question**

If a subcontractor subcontracts with another entity, what documentation is necessary from both subcontractors?

Response

The offeror must identify the following for each subcontractor and for any subcontractor of the subcontractors:

- a) complete name of the subcontractor;
- b) complete address of the subcontractor;
- c) type of work the subcontractor will be performing;
- d) percentage of work the subcontractor will be providing;
- e) evidence, as set out in the relevant section of the RFP, that the subcontractor is registered and, if applicable, holds a valid North Dakota business license;
- f) a written statement, signed by the proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required by the contract; and
- g) a written statement, signed by the proposed subcontractor that certifies that it complies with Section 6.04 Offeror's Certification with the exception of h) and i).

Question

Should the percentage of work provided by a subcontractor identify the percent for the county or percent of the services?

Response

The offeror must include the percent of services provided by the legal entity and by each subcontractor per county.

Question

What documentation is required as evidence that a subcontractor is registered and, if applicable, holds a valid North Dakota business license?

Response

An offeror must attach a statement to the Identifying Data form from each subcontractor addressing this requirement. The subcontractor must be registered with the ND Secretary of State and if applicable, must hold a valid North Dakota business license applicable to the type of business provided by the subcontractor. Evidence of registration or justification why it is not required that the subcontractor be registered, and evidence of a business license should be determined by the subcontractor, however, could include a state or federal identification number or copy of documentation that would verify that this requirement is met.

Question

Why does a subcontractor need to submit a written statement that certifies that it complies with Section 6.04 Offeror's Certification with the exception of h) and i)?

Response

Since subcontractors must also comply with the applicable laws, rules, and regulations and with the applicable terms and conditions of the RFP, contract, and attachments, each subcontractor must submit a statement that indicates compliance.

5.07**Service Units and Cost****Question**

The only budget item requested is number of service units and the reimbursement rate, therefore, is the match and program income a part of the unit cost?

Response

The service units and reimbursement rate need to be identified in the proposal. The required non-federal cash match and program income must be included within the contract and expended as stated in the Older Americans Act Policies and Procedures Manual.

6.17**Notice of Intent to Award – Offeror Notification of Selection****Question**

Does this statement mean that an existing contractor should stop services at the end of the current contract year?

Response

This statement is intended to notify contractors that services should not be provided without approval by the Department.

QUESTIONS AND RESPONSES OUTREACH RFPS

2.02

Budget

Question

Since the maximum monetary amounts are identified for each county, does the bid need to be for the maximum amount or can a bid be for less? If the bid can be for less, will a contractor be reimbursed for additional units if the bid units are exceeded?

Response

The contractor will be reimbursed per unit of service as bid in the offeror's proposal and accepted by the State up to a maximum of \$5.00 per unit of service. A contractor will be reimbursed at the accepted per unit of service bid not to exceed the amount of the award. The per unit of service bid is for all counties identified in the service area. The amount allocated for each county is a breakout of the award and identifies the amount that must be expended in each county.

OBJECTIONS AND RESPONSES NUTRITION, OUTREACH, HEALTH MAINTENANCE, AND TRANSPORTATION RFPS

3.07

Reporting Requirements

Objection

Since it is required that the Monthly Data & Payment Report be received at Aging Services Division no later than 15 days after the end of the monthly service period, will the vendor receive payment within 15 days?

Response

Aging Services Division requires that the Monthly Data & Payment Report be submitted no later than 15 days after the end of the monthly service period with intentions for payment to be made prior to the first of the subsequent month. The Department will modify language in the RFPs to reflect submission of reports by the vendor within 30 days and payment to be sent by the Department within 30 days. The Department, will however, make every attempt to make payment within 15 days from the receipt date of the reports. Therefore, early submission of the reports should assure payment prior to the first of the subsequent month.

OBJECTIONS AND RESPONSES OUTREACH RFPS

2.02

Budget

Objection

Will Aging Services Division consider a reallocation of funding for services to the counties?

Response

Aging Services Division will not consider a reallocation of funding for the services to counties at this time. The funding formula used for distribution of funds for each RFP, including each county in the identified service area, was based on targeting factors within the Older Americans Act. The factors and weighted units are as follows:

Factor:

Weighted Units:

Urban Population 60+ 2003 Estimates	1.0
Rural Population 60+ 2003 Estimates	1.1
Poverty Population 60+ 2000 Census	1.1
Minority Population 60+ 2000 Census	1.1

AMENDMENTS

NUTRITION, OUTREACH, HEALTH MAINTENANCE, AND TRANSPORTATION RFPS

3.07

Reporting Requirements

The vendor must enter and maintain updated client data, assessment information, and units of delivered services using the web-based computerized Social Assistance Management System (SAMS).

The vendor must submit reporting as follows:

- SAMS 2000 Agency Summary Report due at Aging Services Division no later than thirty (30) days after the end of the monthly service period.

The SAMS data management and tracking system software, user fees, and initial training will be provided. The SAMS 2000 Agency Summary Report is generated using SAMS.

4.09

Proposed Payment Procedures

The State will make payment within thirty (30) days after receipt of the request for reimbursement and required reporting. No payment will be made until the reimbursement and reporting have been approved by the State.

The State will not make any advanced payments before performance by the contractor under this contract.

AMENDMENTS

NUTRITION RFPS

3.06

Reimbursement Requirements

The vendor must submit reimbursement requests as follows:

- Monthly Data & Payment Report form (SFN269) due at Aging Services Division no later than thirty (30) days after the end of the monthly service period.

The Monthly Data & Payment Report is available as a fillable form and is located on-line at:

- North Dakota State Government
Website: <http://www.state.nd.us/eforms/Doc/SFN00269.pdf>

AMENDMENTS

OUTREACH RFPS

3.06

Reimbursement Requirements

The vendor must submit reimbursement requests as follows:

- Monthly Data & Payment Report form (SFN269) due at Aging Services Division no later than thirty (30) days after the end of the monthly service period.
- Monthly Service Report due at Aging Services Division no later than thirty (30) days after the end of the monthly service period that identifies the vendor, the month, each county in the service area, and for each county: a) the allocated funding, b) the number of units provided during the month, c) the reimbursement requested, d) the total reimbursement previously requested, and e) the remaining allocation for the county.

The Monthly Data & Payment Report is available as a fillable form and is located on-line at:

- North Dakota State Government
Website: <http://www.state.nd.us/eforms/Doc/SFN00269.pdf>

The Monthly Service Report format is to be generated by the vendor.

AMENDMENTS HEALTH MAINTENANCE RFPS

3.06

Reimbursement Requirements

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- Monthly Data & Payment Report form (SFN269) due at Aging Services Division no later than thirty (30) days after the end of the monthly service period.
- Monthly Service Report due at Aging Services Division no later than thirty (30) days after the end of the monthly service period that identifies the vendor, the month, each medically underserved county in the service area, and for each medically underserved county: a) the number of units provided during the month, and b) the reimbursement requested. The report must also identify the total reimbursement requested, the total reimbursements previously requested, and the remaining allocation for the medically underserved counties.

The Monthly Data & Payment Report is available as a fillable form and is located on-line at:

- North Dakota State Government
Website: <http://www.state.nd.us/eforms/Doc/SFN00269.pdf>

The Monthly Service Report format is to be generated by the vendor.

AMENDMENTS TRANSPORTATION RFPS

3.06

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